

## **JOB DESCRIPTION**

**JOB TITLE:** Homemaker

**GRADE:** 6

**JOB CODE:** 2203

**DATE:** 11/8/95 (Revised Aug. 1996)

**GENERAL FUNCTION:** Under immediate direction of social services coordinator or other appropriate person, provides homemaker, home management, personal care and respite care to clients, primarily elderly in their home setting, who participate in respective program(s) of the local health department. The services are directed toward enabling the client who is restricted in ability to perform normal activities of daily living, to remain in their home.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Perform housework activities in the home of the client who is restricted in activities of daily living. The services would include floor care (sweeping, mopping, vacuuming) dusting, cleaning bathroom, doing laundry, bed making, washing dishes, garbage and waste disposal.

Provide personal care to the client(s) to maintain personal hygiene. Activities include: assisting bathing part of all of the client's body, hair care, assist in dressing, nail care, mouth care, range of motion exercises.

Provide home management services for which the client is unable to do or needs assistance. This includes doing necessary grocery shopping, banking, paying of bills and rent, prepare meals for client or deliver prepared meal to clients, write letters for client, etc.

Provide respite care and companionship (staying with client for short duration while family members do errands).

Document according to procedures all visits made and services made to client(s).

Collect donations and turn in on a weekly basis.

May assist in preparing kitchen to receive both delivered foods and packaging individual servings for client(s).

Provide outreach and follow up services.

**SUPERVISION RECEIVED:** Close supervision of simple, routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

**JOB TITLE:** Homemaker (continued)

**JOB CODE:** 2203

**SUPERVISION EXERCISED:** This position would not require supervisory responsibility.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Basic knowledge of grammar, punctuation, spelling, simple mathematics.

**Minimum Education, Training, and Experience Requirements:** High School diploma or GED.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.